

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 5-59				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-11-009			Contract Period   01/01/2011   To   06/30/2016 Base                      Option Period Number       5			Title of Work Assignment/SF Site Name Tech Support for NPDES Permits				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW 3.2					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   01/01/2016   To   06/30/2016				
Comments: Work shall not commence on this work assignment until January 1, 2016.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
01/01/2011   To   06/30/2016										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name   Lindsay Guzzo  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number   206-553-0268 FAX Number:			
Project Officer Name   Robert Powell  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-2108 FAX Number:			
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name   Brad Heath <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>12/31/2015 (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:			

**PERFORMANCE WORK STATEMENT  
CONTRACT EP-C-11-009  
WORK ASSIGNMENT 5-59**

**TITLE:** Technical Support for Idaho National Pollutant Discharge Elimination System (NPDES) Individual and General Permits.

**WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR)  
AND ALTERNATE WACOR:**

WACOR  
Lindsay Guzzo  
1200 6<sup>th</sup> Ave,  
Suite 900, OWW-191  
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Alternate WACOR  
Jamey Stoddard  
1200 6<sup>th</sup> Ave,  
Suite 900, OWW-191  
Seattle, WA 98101  
(206) 553-6110 (phone)  
(206) 553-0165 (fax)  
[Stoddard.Jamey@epa.gov](mailto:Stoddard.Jamey@epa.gov)

**PERIOD OF PERFORMANCE:** January 1, 2016 through June 30, 2016

**TASKS**

**Task 1: Development of the Quality Assurance Project Plan**

QAPP requirement. A QAPP is required whenever tasks involve the generation, distribution or use of environmental data which will be used, or has the potential to be used, in environmental decision making. Environmental data is information that describes environmental processes, locations or conditions, and health effects or consequences. It can be collected directly from measurements (primary data), produced from models, or compiled from other sources (existing or secondary data). A QAPP is required to describe the contractor's plan for assuring the quality of these data over their life cycle. All data-related activities shall be conducted in accordance with the Office of Water Quality Management Plan (QMP).

A QAPP is required for all tasks. Specifically, the work assignment involves obtaining and using existing (secondary) water quality data (from Waste Load allocations, ICIS, etc.) for calculations. The QAPP should document the source of the data used to calculate the draft water quality-based effluent limits as well as any quality requirements for this data (i.e. participation in the Discharge Monitoring Report Quality Assurance (DMR-QA) Study Program).

Subtask A: Incremental QAPP development. To facilitate getting the work started as soon as practicable, the contractor and WACOR may determine which work needs to be initiated first and the most advantageous sequence for beginning the remainder of the work. The contractor may develop the QAPP incrementally, and the QA coordinator will review and approve the QAPP section by section according to the optimum sequence for getting data-related activities



started. As soon as the contractor learns what data will be involved, the contractor can develop the data specific portion(s) of the QAPP. Each portion of the QAPP should include a data element table.

**QAPP Submittal.** The contractor shall submit the draft QAPP for a data related activity at least 15 working days before the activity's anticipated start work date.

**Data Quality Requirements:** The contractor shall develop data quality requirements (DQRs) and methods for achieving them for the data elements in their deliverables, such as fact sheets, fact sheet rationale, ESA/EFH support, permit limits, discharge characterizations, program management data, program assessment data, and other types of data that will be utilized.

#### Deliverables for Task 1

1. A QAPP within 30 days of the effective date that describes the contractor's plan for:
  - Identifying the data elements for any data-related activities, and for each of these data elements identifying either (i) the data quality requirements (DQRs) or (ii) the policy that states DQRs are not required,
  - Describing their methods for achieving DQRs, and
  - Assuring any environmental data contained in the deliverables will (i) be of sufficient quality for their primary uses and (ii) have adequate quality documentation for determining whether these data are of sufficient quality for future secondary use.
2. Monthly progress reports that describe (a) contractor's progress on implementing the QAPP and resolving old data quality issues and (b) any new issues.

#### **Task 2 – Biological Evaluation development for the Potlatch Corporation, Clearwater Paper Company**

##### ***Description:***

Potlatch Corporation discharges waste effluent from their pulp and paper plant by outfall to the Snake River just below the confluence of the Clearwater River, and through seeps that are hydraulically connected to the Clearwater River. The facility's discharge is just upstream from the Idaho/Washington border, and has the potential to impact water quality in both states. The current permit (2005) included a lot of monitoring requirements which should provide information that will be relevant to the next issuance. The monitoring that was focused on ESA concerns was summarized in a table on Page A-6 in Attachment A to the permit, which is can be found at:

[http://yosemite.epa.gov/r10/WATER.NSF/NPDES+Permits/Current+ID1319/\\$FILE/Potlatch\\_Final\\_Permits.pdf](http://yosemite.epa.gov/r10/WATER.NSF/NPDES+Permits/Current+ID1319/$FILE/Potlatch_Final_Permits.pdf)

Only the "Tier 1" studies were completed, because the results of such studies didn't warrant investing in the additional, "Tier 2" studies. Although they were not focused on ESA issues,

there was a lot of other monitoring required under the 2005 permit that may be relevant to the BE, including:

- A study of dioxin and furan accumulation in fish tissue (see the permit at Page 26).
- Receiving water monitoring (Pages 24-25).
- Groundwater monitoring (Pages 22-23).

All of the data obtained from that monitoring will need to be analyzed and considered in the effects analysis for the BE.

The mixing properties of the effluent and the receiving water are unusual. The point of discharge is at the confluence of the Snake and Clearwater rivers, and, while there is no reason to think that this affects the near-field (jet-induced) mixing of the effluent, it does affect the far-field mixing properties, because the two rivers don't mix readily at the confluence, and, depending on the relative temperatures (and, in turn, densities) of the two rivers (the Clearwater is sometimes significantly cooler than the Snake), they can stratify either horizontally or vertically.

In 2010, EPA modified the BOD limits, based on revised modeling, which can be found at: [http://www.epa.gov/region10/pdf/permits/npdes/id/id0001163\\_hydroqual\\_model\\_rpt\\_032010.pdf](http://www.epa.gov/region10/pdf/permits/npdes/id/id0001163_hydroqual_model_rpt_032010.pdf)

The services concurred that we didn't need to re-initiate consultation for that permit modification.

The Contractor shall provide technical assistance to EPA in developing the NPDES supporting documents for permit reissuance. This task includes the following: 1) Preparing a draft Biological Evaluation (BE) for EPA review. This should include updating the previous BE with an evaluation of all monitoring done during the current permit, and updated modeling if needed. All analyses and calculation spreadsheets in Excel must be included as attachments to the permit and all modeling runs conducted submitted via CD or other viable delivery system; 2) Preparing a final BE based on EPA comments. The contractor shall use the permittee's application, monitoring data, effluent monitoring data, background ambient monitoring data, draft permit and the previous BE provided in development of the draft BE.

***Documents to be provided to the contractor:***

1. Current Permit
2. Current Fact Sheet
3. Draft Permit
4. Previous BE
5. Permit Application
6. Monitoring Data

Deliverable for Task 2:

DELIVERABLE		TIME PERIOD
<b>A</b>	<b>DRAFT BE</b> - Electronic copy in Word (.doc) with attachments in Excel format via E-Mail - One Electronic copy in Word (.doc) with attachments in Excel format and model runs on CD	<b>120</b> calendar days after notice to proceed
<b>B</b>	<b>FINAL BE</b> - Electronic copy in Word (.doc) with attachments in Excel format via E-Mail - One Electronic copy in Word (.doc) with attachments in Excel format and model runs on CD	<b>60</b> calendar days after receiving EPA comments and review on draft document

**Task 3 – Biological Evaluation development for the Idaho Hydroelectric Dam General Permit**

***Description:***

The EPA Region 10 has decided to implement a general permit for hydroelectric dams throughout the state of Idaho instead of writing multiple individual permits. Most discharges from hydroelectric dams have not historically been permitted, so this will be the first time many of the facilities will receive permit authorization. The Contractor shall provide technical assistance to EPA in developing the supporting documents for permit issuance. This task includes the following: 1) Conducting a statewide ESA and EFH analyses within a formal Biological Evaluation (BE). Any analyses and calculation spreadsheets in Excel must be included as attachments to the BE; 2) Preparing a final BE based on EPA comments. The contractor shall use effluent monitoring data, background ambient monitoring data, the draft permit and fact sheet, and example BEs provided in development of the draft BE.

***Documents to be provided to the contractor:***

1. Copy of the draft Dam permit in R10 and in other states/regions
2. Permit Applications
3. Effluent and Ambient Monitoring Data
4. Current Individual Permits and Fact Sheets for Hydroelectric Dams
5. Regulation information on the new 316(b) final rule
6. Example BEs in Idaho

#### Deliverable for Task 7:

<b>DELIVERABLE</b>		<b>TIME PERIOD</b>
<b>A</b>	<b>DRAFT BE AND EFH</b> - Electronic copy in Word(.doc) with attachments in Excel format via E-Mail - One Electronic copy in Word ( .doc) with attachments in Excel format on CD	<b>120</b> calendar days after notice to proceed
<b>B</b>	<b>FINAL BE AND EFH</b> - Electronic copy in Word(.doc) with attachments in Excel format via E-Mail - One Electronic copy in Word ( .doc) with attachments in Excel format on CD	<b>60</b> calendar days after receiving EPA comments and review on draft document

### **SPECIAL REPORTING REQUIREMENTS**

#### Report of status on permit development

The Contractor is required to track each task during the development process and provide a report to the EPA Contract-Level Contracting Officer's Representative, and Work Assignment Contracting Officer's Representative on the status of each permit on a monthly basis. The Contractor is required to submit the report electronically in a table format that includes specific milestones and timelines for completion of all final permit packages.

Deliverables: Submittal of a report on the status of task development for all tasks to the Contract-Level Contracting Officer's Representative, and Work Assignment Contracting Officer's Representative by the 5<sup>th</sup> of each month covering activities of the prior month.

#### Cost reporting

The Contractor is required to track and report costs and expenditures of level of effort (LOE) specific tasks outlined in this Task Order to the Contract-Level Contracting Officer's Representative, and Work Assignment Contracting Officer's Representative. The report shall be submitted electronically in table format and indicate expenditures through the last day of the current reporting month and include a cumulative summary for the overall effort.

Deliverables: Submittal of a report on costs and expenditures of LOE specific to the permit issuance development for each permit to the Contract-Level Contracting Officer's Representative, and Work Assignment Contracting Officer's Representative by the 5<sup>th</sup> of each month covering activities and expenditures of the prior month.

#### **Documents associated with this WA will be provided to contractor by the WACOR.**

- Previous permits and fact sheets
- Previous BEs
- Draft permits and Fact sheets

- Facility Data from discharge monitoring reports (DMRs) and special studies
- Ambient monitoring data provided by the Permittee

### **Reporting**

All documentation and reporting under this Work Assignment shall be in compliance with contract requirements.

### **Contractor Identification**

Contractor personnel shall always identify themselves as Contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative.

The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the WACOR.

### **Travel**

All travel shall be approved in advance by the Contract-Level Contracting Officer's Representative (CL-COR) and shall be in accordance with the contract. No travel is anticipated for this WA.

### **Information Collection**

All collection of information and data shall be in accordance with the Office of Water Quality Management Plan and OMB requirements under the Paperwork Reduction Act.

### **Confidential Business Information:**

The Contractor will, at all times, adhere to Confidential Business Information (CBI) procedures, including those requirements listed at 40 CFR Part 2, when handling industry information that the WACOR identifies as CBI. When noted as necessary by the WACOR, the Contractor will manage specified reports, documents, and other materials, as well as specified draft documents developed under this WA in accordance with the procedures set forth in its "Security Plan for Handling Confidential Business Information Under the Clean Water Act," dated March 5, 2004 or its successor approved plans.

### **Limitation of Contractor Activities:**

The Contractor will submit drafts of all deliverables to the EPA WACOR for review. The Contractor will incorporate all EPA WACOR comments into the final deliverables, unless otherwise agreed upon by the EPA WACOR. The Contractor will adhere to all applicable EPA management control procedures as implemented by the EPA Contract-Level Contracting Officer's Representative, and Work Assignment Contracting Officer's Representative.

The Contractor shall provide electronic copies of the monthly progress reports to both the EPA Contract-Level Contracting Officer's Representative, and Work Assignment Contracting Officer's Representative. Each progress report shall describe the technical work and expenditures for the same time period as the corresponding invoice. The reports shall list by task the amount of work completed, and shall include a table of hours expended by personnel for each task. The monthly progress reports shall also identify any problems or difficulties encountered.

**Compliance with Section 508 Requirements:**

Section 508 of the Rehabilitation Act mandates that all Federal departments and agencies make electronic and information technology accessible to individuals with disabilities. This includes all individuals with disabilities wishing to access Federal information. EPA is committed to making every possible effort to ensure that all electronic and information technology developed, procured, maintained, or used by EPA is accessible to all persons with disabilities.

Consequently, according to the contract clause “EPAAR 1552.2119-79: Compliance with EPA Policies for Information Resources Management,” all deliverables submitted by the Contractor shall be compliant with the Section 508 requirements.

**Conference/Meeting Guidelines and Limitations**

The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number 5-59								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-11-009	Contract Period   01/01/2011   To   06/30/2016 Base                      Option Period Number       5	Title of Work Assignment/SF Site Name Tech Support for NPDES Permits								
Contractor TETRA TECH, INC.		Specify Section and paragraph of Contract SOW 3.2								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval		Period of Performance  From   01/01/2016   To   06/30/2016								
Comments: This Work Plan Approval incorporates a funding ceiling of \$52,749.00. The contractor shall not exceed this funding ceiling without written authorization from the Contracting Officer.										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund           <b>Accounting and Appropriations Data</b> <input checked="" type="checkbox"/> Non-Superfund         </div>										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00		LOE: 0						
01/01/2011 To 06/30/2016										
This Action:		\$74,663.00		634						
Total:		\$74,663.00		634						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 01/20/2016		Cost/Fee \$74,663.00		LOE: 634						
Cumulative Approved:		Cost/Fee \$74,663.00		LOE: 634						
Work Assignment Manager Name   Lindsay Guzzo						Branch/Mail Code:				
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Phone Number: 206-553-0268				
						FAX Number:				
Project Officer Name   Robert Powell						Branch/Mail Code:				
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Phone Number: 202-564-2108				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Phone Number:				
						FAX Number:				
Contracting Official Name   Brad Heath						Branch/Mail Code:				
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Phone Number: 513-487-2352				
						FAX Number:				

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number 5-59								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001								
Contract Number EP-C-11-009	Contract Period 01/01/2011 To 12/31/2016 Base                      Option Period Number    5	Title of Work Assignment/SF Site Name Tech Support for NPDES Permits								
Contractor TETRA TECH, INC.		Specify Section and paragraph of Contract SOW See PWS								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance  From 07/01/2016 To 12/31/2016								
Comments:										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
01/01/2011 To 12/31/2016										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee				LOE:		
Cumulative Approved:				Cost/Fee				LOE:		
Work Assignment Manager Name Jamey Stoddard							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Project Officer Name Robin Danesi							Phone Number: 206-553-6110			
_____ (Signature)							_____ (Date)			
Other Agency Official Name							FAX Number:			
_____ (Signature)							_____ (Date)			
Contracting Official Name Brad Heath							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
11/30/2016							Phone Number: 513-487-2352			
_____ (Signature)							_____ (Date)			
							FAX Number:			



**Performance Work Statement  
Contract EP-C-11-009  
Work Assignment 5-59  
Amendment 1**

**Title:** Completion of the ESA Section 7 Biological Evaluation for the Clearwater Paper Company NPDES Permit Reissuance

**Work Assignment Contracting Officer's Representative (WACOR):**

Jamey Stoddard  
1200 6<sup>th</sup> Ave,  
Suite 900, OWW-191  
Seattle, WA 98101

Phone: (206) 553-6110  
Fax: (206) 553-0165  
E-Mail: [stoddard.jamey@epa.gov](mailto:stoddard.jamey@epa.gov)

**Period of Performance:** July 1, 2016 through December 31, 2016

**Purpose:** The purpose of this Amendment 1 is to add additional Level of Effort required to complete the following tasks through December 31, 2016. The Contractor shall communicate with the WACOR to discuss in further detail prior to work plan development.

**TASKS**

**Task 1 – Biological Evaluation completion for the Potlatch Corporation, Clearwater Paper Company**

***Description:***

Potlatch Corporation discharges waste effluent from their pulp and paper plant by outfall to the Snake River just below the confluence of the Clearwater River, and through seeps that are hydraulically connected to the Clearwater River. The facility's discharge is just upstream from the Idaho/Washington boarder, and has the potential to impact water quality in both states. The current permit (2005) included a lot of monitoring requirements which should provide information that will be relevant to the next issuance. The monitoring that was focused on ESA concerns was summarized in a table on Page A-6 in Attachment A to the permit, which is can be found at:

[http://yosemite.epa.gov/r10/WATER.NSF/NPDES+Permits/Current+ID1319/\\$FILE/Potlatch\\_Final\\_Permit.pdf](http://yosemite.epa.gov/r10/WATER.NSF/NPDES+Permits/Current+ID1319/$FILE/Potlatch_Final_Permit.pdf)

Only the “Tier 1” studies were completed, because the results of such studies didn’t warrant investing in the additional, “Tier 2” studies. Although they were not focused on ESA issues, there was a lot of other monitoring required under the 2005 permit that may be relevant to the BE, including:

- A study of dioxin and furan accumulation in fish tissue (see the permit at Page 26).
- Receiving water monitoring (Pages 24-25).
- Groundwater monitoring (Pages 22-23).

All of the data obtained from that monitoring will need to be analyzed and considered in the effects analysis for the BE.

The mixing properties of the effluent and the receiving water are unusual. The point of discharge is at the confluence of the Snake and Clearwater rivers, and, while there is no reason to think that this affects the near-field (jet-induced) mixing of the effluent, it does affect the far-field mixing properties, because the two rivers don’t mix readily at the confluence, and, depending on the relative temperatures (and, in turn, densities) of the two rivers (the Clearwater is sometimes significantly cooler than the Snake), they can stratify either horizontally or vertically.

In 2010, EPA modified the BOD limits, based on revised modeling, which can be found at: [http://www.epa.gov/region10/pdf/permits/npdes/id/id0001163\\_hydroqual\\_model\\_rpt\\_032010.pdf](http://www.epa.gov/region10/pdf/permits/npdes/id/id0001163_hydroqual_model_rpt_032010.pdf)

The services concurred that we didn’t need to re-initiate consultation for that permit modification.

The Contractor shall continue to provide technical assistance to EPA in completing the development of a draft and final Biological Evaluation in support of the reissuance of the NPDES permit to the Potlatch Corporation’s Clearwater Paper Company in Idaho. Work on the draft BE has already commenced under this work assignment, and this period of performance extension and additional funding is to complete the draft and final BE. The BE will be prepared pursuant to the requirements of Section 7 of the Endangered Species Act, and will analyze potential impacts to threatened and endangered species and their critical habitat as a result of reissuing the Clearwater Paper NPDES permit. This task includes the following: 1) Completion of the draft Biological Evaluation (BE) for EPA review; 2) Preparing a final BE based on EPA comments and direction. The contractor shall continue to use the permittee’s application, monitoring data, effluent monitoring data, background ambient monitoring data, draft permit, the previous BE, and EPA direction in development of the draft BE.

***Documents to be provided to the Contractor:***

All necessary documents have already been provided to the contractor at the initiation of the work assignment. The contractor shall continue to use the documents provided.

Deliverables for Task 2:

DELIVERABLE		TIME PERIOD
<b>A</b>	<b>DRAFT BE</b> <ul style="list-style-type: none"><li>- Electronic copy in Word (.doc) with attachments in Excel format via E-Mail</li><li>- One Electronic copy in Word (.doc) with attachments in Excel format and model runs on CD</li></ul>	<u><b>30</b> calendar days after receiving notice to proceed</u>
<b>B</b>	<b>FINAL BE</b> <ul style="list-style-type: none"><li>- Electronic copy in Word (.doc) with attachments in Excel format via E-Mail</li><li>- One Electronic copy in Word (.doc) with attachments in Excel format and model runs on CD</li></ul>	<u><b>30</b> calendar days after receiving EPA comments and review on draft document</u>

**SPECIAL REPORTING REQUIREMENTS**

A. Report of status on permit development

The Contractor is required to track each task during the development process and provide a report to the EPA Contract-Level Contracting Officer's Representative, and Work Assignment Contracting Officer's Representative on the status of each permit on a monthly basis. The Contractor is required to submit the report electronically in a table format that includes specific milestones and timelines for completion of all final permit packages.

Deliverables: Submittal of a report on the status of task development for all tasks to the Contract-Level Contracting Officer's Representative, and Work Assignment Contracting Officer's Representative by the 5<sup>th</sup> of each month covering activities of the prior month.

B. Cost reporting

The Contractor is required to track and report costs and expenditures of level of effort (LOE) specific tasks outlined in this Task Order to the Contract-Level Contracting Officer's Representative, and Work Assignment Contracting Officer's Representative. The report shall be submitted electronically in table format and indicate expenditures through the last day of the current reporting month and include a cumulative summary for the overall effort.

Deliverables: Submittal of a report on costs and expenditures of LOE specific to the permit issuance development for each permit to the Contract-Level Contracting Officer's Representative, and Work Assignment Contracting Officer's Representative by the 5<sup>th</sup> of each month covering activities and expenditures of the prior month.

**Documents Associated with this WA to be provided to Contractor upon Notice to Proceed**  
(note: this is not all documents that would be provided).

- Previous permit and fact sheet
- Previous BE
- Draft permit and Fact sheet
- Facility Data from discharge monitoring reports (DMRs) and special studies
- Ambient monitoring data provided by the Permittee

## **REPORTING**

All documentation and reporting under this Work Assignment shall be in compliance with contract requirements.

## **CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as Contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative.

The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the Work Assignment Manager.

### **Travel**

All travel shall be approved in advance by the project officer and shall be in accordance with the contract. No travel is anticipated for this WA.

### **Information Collection**

All collection of information and data shall be in accordance with the Office of Water Quality Management Plan and OMB requirements under the Paperwork Reduction Act.

### **Confidential Business Information:**

The Contractor will, at all times, adhere to Confidential Business Information (CBI) procedures, including those requirements listed at 40 CFR Part 2, when handling industry information that the WACOR identifies as CBI. When noted as necessary by the WACOR, the Contractor will manage specified reports, documents, and other materials, as well as specified draft documents developed under this WA in accordance with the procedures set forth in its "Security Plan for Handling Confidential Business Information Under the Clean Water Act," dated March 5, 2004 or its successor approved plans.

### **Limitation of Contractor Activities:**

The Contractor will submit drafts of all deliverables to the WACOR for review. The Contractor will incorporate all WACOR comments into the final deliverables, unless otherwise agreed upon by the WACOR. The Contractor will adhere to all applicable EPA management control procedures as implemented by the EPA Contract-Level Contracting Officer's Representative, and Work Assignment Contracting Officer's Representative.

The Contractor shall provide electronic copies of the monthly progress reports to both the EPA Contract-Level Contracting Officer's Representative, and Work Assignment Contracting Officer's Representative. Each progress report shall describe the technical work and expenditures for the same time period as the corresponding invoice. The reports shall list by task the amount of work completed, and shall include a table of hours expended by personnel for each task. The monthly progress reports shall also identify any problems or difficulties encountered.

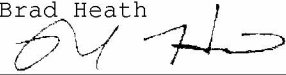
**Compliance with Section 508 Requirements:**

Section 508 of the Rehabilitation Act mandates that all Federal departments and agencies make electronic and information technology accessible to individuals with disabilities. This includes all individuals with disabilities wishing to access Federal information. EPA is committed to making every possible effort to ensure that all electronic and information technology developed, procured, maintained, or used by EPA is accessible to all persons with disabilities.

Consequently, according to the contract clause "EPAAR 1552.2119-79: Compliance with EPA Policies for Information Resources Management," all deliverables submitted by the Contractor shall be compliant with the Section 508 requirements.

**CONFERENCE/MEETING GUIDELINES AND LIMITATIONS**

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 5-64				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-11-009			Contract Period   01/01/2011   To   06/30/2016 Base                      Option Period Number       5			Title of Work Assignment/SF Site Name GIT Management Plans				
Contractor TETRA TECH, INC.						Specify Section and paragraph of Contract SOW See PWS				
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   01/01/2016   To   06/30/2016				
Comments: Work shall not commence on this Work Assignment until January 1, 2016.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
01/01/2011   To   06/30/2016										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name   Holly Waldman  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number   410-295-1329 FAX Number:			
Project Officer Name   Robert Powell  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number:   202-564-2108 FAX Number:			
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name   Brad Heath <div style="display: flex; justify-content: space-between;"> <div>             (Signature)         </div> <div>12/31/2015 (Date)</div> </div>							Branch/Mail Code: Phone Number:   513-487-2352 FAX Number:			

**PERFORMANCE WORK STATEMENT  
CONTRACT EP-C-11-009  
WORK ASSIGNMENT 5-64**

**Title:** Facilitation and Technical Content Development Support for GIT Development of Management Plans

**Work Assignment Contracting Officer's Representative (WACOR):**

<b><u>WACOR</u></b> <b>Holly Waldman</b> <b>Phone:</b> 410-295-1329 <b>Fax:</b> 410-267-5777 <a href="mailto:waldman.holly@epa.gov">waldman.holly@epa.gov</a>	<b><u>USPS Mailing Address</u></b> 410 Severn Avenue, Suite 109 Annapolis, MD 21403	<b><u>Courier Address</u></b> 410 Severn Avenue, Suite 109 Annapolis, MD 21403
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**Alternate Work Assignment Contracting Officer's Representative (Alternate WACOR):**

<b><u>Alternate WACOR</u></b> <b>Rebecca Hindin</b> <b>Phone:</b> 267-5770 <b>Fax:</b> 410-267-5777 <a href="mailto:hindin.rebecca@epa.gov">hindin.rebecca@epa.gov</a>	<b><u>USPS Mailing Address</u></b> 410 Severn Avenue, Suite 109 Annapolis, MD 21403	<b><u>Courier Address</u></b> 410 Severn Avenue, Suite 109 Annapolis, MD 21403
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**Period of Performance:** January 1, 2016 through June 30, 2016

**Contract PWS References:** Sections 3.1, 5.1.9, 5.2.2, and 6.0

**Anticipated Level of Effort (LOE):** 450 Hours

**Background:** Created in 1983 and authorized by Clean Water Act section 117, the Chesapeake Bay Program (CBP) is directed by the Chesapeake Executive Council (EC). The CBP office is maintained by EPA, supported and staffed by its many partners, and provides support to the EC and various CBP committees. Since the CBP's establishment, its partners have used written agreements to guide the restoration of the nation's largest estuary.

The original state signatories to Chesapeake Bay agreements (1983, 1987 and 2000) were Maryland, Pennsylvania, Virginia, and the District of Columbia. In 2000, the CBP determined the headwater states of Delaware, New York, and West Virginia were needed to meet the nutrient and sediment reductions necessary to remove the Bay from the impaired waters list. In

2002, the headwater states signed a Memorandum of Understanding (MOU) with EPA and the original four jurisdictions, committing them to fully participate in CBP's water quality efforts.

In 2009, President Obama signed Executive Order 13508 (EO): Chesapeake Bay Protection and Restoration, and in 2010 the federal agencies issued a strategy (*Strategy for Protecting and Restoring the Chesapeake Bay Watershed*) to achieve the goals of the EO. The CBP partners concluded that a new agreement was needed to accelerate the pace of restoration and align federal directives with state and local goals to create a healthy Bay. Bay Program partners gathered input from citizens, stakeholders, academic institutions, local governments and more to draft an inclusive, goal-oriented document that would address current and emerging environmental concerns. Setting goals and tracking progress holds partners accountable for their work, while developing new agreements over time ensures our goals are aligned with the best available science to attain restoration success.

On June 16, 2014, the Chesapeake Bay Watershed Agreement was signed. Signatories include representatives from the entire watershed, committing for the first time the Bay's headwater states to full partnership in the Bay Program. This plan for collaboration across the Bay's political boundaries establishes goals and outcomes for the restoration of the Bay, its tributaries and the lands that surround them. The agreement contains 10 goals that will advance the restoration and protection of the Bay watershed.

*Sustainable Fisheries* - Protect, restore and enhance finfish, shellfish and other living resources, their habitats and ecological relationships to sustain all fisheries and provide for a balanced ecosystem in the watershed and Bay.

*Vital Habitats* - Restore, enhance and protect a network of land and water habitats to support fish and wildlife and to afford other public benefits, including water quality, recreational uses and scenic value across the watershed.

*Water Quality* - Reduce pollutants to achieve the water quality necessary to support the aquatic living resources of the Bay and its tributaries and protect human health.

*Toxic Contaminants* - Ensure that the Bay and its rivers are free of effects of toxic contaminants on living resources and human health.

*Healthy Watersheds* - Sustain state-identified healthy waters and watersheds, recognized for their high quality and/or high ecological value.

*Stewardship* - Increase the number and diversity of local citizen stewards and local governments that actively support and carry out the conservation and restoration activities that achieve healthy local streams, rivers and a vibrant Chesapeake Bay.

*Land Conservation* - Conserve landscapes treasured by citizens in order to maintain water quality and habitat; sustain working forests, farms and maritime communities; and conserve lands of cultural, indigenous and community value.



*Public Access* - Expand public access to the Bay and its tributaries through existing and new local, state and federal parks, refuges, reserves, trails and partner sites.

*Environmental Literacy* - Enable students in the region to graduate with the knowledge and skills to act responsibly to protect and restore their local watershed.

*Climate Resiliency* - Increase the resiliency of the Chesapeake Bay watershed, including its living resources, habitats, public infrastructure and communities, to withstand adverse impacts from changing environmental and climate conditions.

CBP's Goal Implementation Teams (GITs) are now developing two year work plans in support of the recently developed management strategies. These plans will set forth measurable goals and outputs for accomplishing the outcomes and how CBP will monitor, assess and report progress. The level of implementation involvement in these strategies will vary by signatory, and the implementation will take place as specified in these work plans.

## **PURPOSE AND OBJECTIVE**

During the period of performance the Contractor, under this Work Assignment, shall provide continued support for management plan development through the development of associated 2-year work plans by CBP Goal Implementation Teams through the following services:

- Meeting coordination and facilitation
- Compilation of public input on work plans
- Review and edit management plan documents
- Estimation of required resources for potential activities, including identifying gaps in existing programs
- Forecast of outputs and environmental responses from management activities
- Development of options for metrics

The objective of this project is to assist in the development of efficient and effective management plans supporting the goals and outcome of the Chesapeake Bay Watershed Agreement.

The Contractor shall ensure compliance with Agency standards. The Work Assignment Contracting Officer's Representative (WACOR) or Alternate Work Assignment Contracting Officer's Representative (Alternate WACOR) will review all deliverables in draft form and provide revisions and/or comments to the Contractor. The Contractor shall prepare the final deliverables incorporating the WACOR/Alternate WACOR's comments.

Contractor personnel shall at all times identify themselves as contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

## **SCOPE OF WORK**

### **TASK 0: WORK ASSIGNMENT MANAGEMENT**

The Contractor shall routinely provide performance updates, estimated costs, level of effort (LOE) and key deliverables upon request from EPA's WACOR and/or Alternative WACOR for all ongoing tasks. Regularly scheduled conference calls and in-person meetings, as needed, will be coordinated between EPA's WACOR and the Contractor to discuss the work assignment and progress of tasks. The Contractor shall maintain a cumulative list of all technical directives. The Contractor shall report in accordance with Contract Reporting Requirements.

The Contractor shall prepare a work plan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The work plan shall outline, describe, and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task, and a staffing plan. The WACOR/Alternate WACOR, the CL-COR, and the CO will review the work plan. Only the CO can approve/disapprove, suggest revisions, or change the work plan. Official revisions will be given to the Contractor by the CO. The Contractor shall prepare a revised work plan incorporating the CO's comments, if required.

The Contractor shall provide a monthly progress report that includes implementation plan(s); issues encountered and lessons learned regarding the progress of all tasks; tracking of expenditures; and any other administrative activities, as requested.

#### ***Task 0 Deliverables:***

- 0a. Work plan in accordance with contract requirements.
- 0b. Revised work plan within three calendar days of receipt of comments from the Contracting Officer, if required.
- 0c. Progress reports on a monthly basis.

### **TASK 1: Meeting Facilitation and Coordination**

The Contractor shall:

- Facilitate GIT meetings and GIT meeting planning sessions to enhance the process of development and coordination of 2-year work plans.
- Draft agendas prior to and written summaries after GIT meetings and GIT meeting planning sessions regarding development and coordination of 2-year work plans.

#### ***Task 1 Deliverables***

- Deliverables will be dictated through technical direction by the WACOR/Alternate WACOR.

### **TASK 2: Development of Work Plans Support**

The Contractor shall:

- Review and edit work plan documents.

- Compile all public comment on draft work plans into a master document.

### ***Task 2 Deliverables***

- Deliverables will be dictated through technical direction by the WACOR/Alternate WACOR.

## **TASK 3: Analytical Support for the GITs**

The Contractor shall provide:

- A report forecasting environmental response to management actions under consideration in selected management plans. Estimates will be described using terms and units of expected change that are relevant to the individual outcomes the plans are addressing.
- A report detailing options for selected potential management plan performance metrics including the availability of data, the cost of generating new data in the case of data gaps, and estimates of the time needed to develop new data and metrics. The report shall consider the full range of metrics that may be included in the management plans (e.g., program performance, environmental health, restoration progress, etc.)

### ***Task 3 Deliverables***

- Deliverables will be dictated through technical direction by the WACOR/Alternate WACOR.

## **DELIVERABLES REQUIRED AND SCHEDULE FOR COMPLETION OF TASKS**

<b>Task</b>	<b>Item Required</b>	<b>Due Date</b>	<b>Number of Copies and Format Requirements</b>
0	0a. Work plan	In accordance with contract requirements.	Microsoft Word format delivered via email
	0b. Revised work plan	Within three calendar days of receipt of comments from the Contracting Officer, if required.	Microsoft Word format delivered via email
	0c. Progress reports on a monthly basis.	Last week day of each month	Microsoft Word or PDF format delivered via email
1	<ul style="list-style-type: none"> <li>• Facilitate GIT meetings and GIT meeting planning sessions to enhance the process of development and coordination of 2-year work plans.</li> </ul>	Deliverables will be dictated through technical direction by the WACOR/Alternate WACOR.	Microsoft Word format delivered via email
	<ul style="list-style-type: none"> <li>• Draft agendas prior to and written summaries after GIT meetings and GIT meeting planning sessions regarding development of 2-year work plans.</li> </ul>	Deliverables will be dictated through technical direction by the WACOR/Alternate WACOR.	Microsoft Word format delivered via email

2	<ul style="list-style-type: none"> <li>Review and edit management plan documents.</li> <li>Compile all public comment on draft work plans into a master document.</li> </ul>	<p>Deliverables will be dictated through technical direction by the WACOR/Alternate WACOR.</p> <p>Deliverables will be dictated through technical direction by the WACOR/Alternate WACOR.</p>	<p>Microsoft Word or PDF format delivered via email</p> <p>Microsoft Word or PDF format delivered via email</p>
3	<ul style="list-style-type: none"> <li>A report forecasting environmental response to management actions under consideration in selected management plans. Estimates will be described using terms and units of expected change that are relevant to the individual outcomes the plans are addressing.</li> <li>A report detailing options for selected potential management plan performance metrics including the availability of data, the cost of generating new data in the case of data gaps, and estimates of the time needed to develop new data and metrics. The report shall consider the full range of metrics that may be included in the management plans (e.g., program performance, environmental health, restoration progress, etc.)</li> </ul>	<p>Deliverables will be dictated through technical direction by the WACOR/Alternate WACOR.</p> <p>Deliverables will be dictated through technical direction by the WACOR/Alternate WACOR.</p>	<p>Microsoft Word or PDF format delivered via email</p> <p>Microsoft Word or PDF format delivered via email</p>

The Contractor shall notify the CO and EPA WACOR/Alternate WACOR in writing when 75% of the authorized work assignment LOE/labor hours have been expended.

### **ANTICIPATED TRAVEL REQUIREMENTS**

The Contractor shall participate in meetings at CBP's office in Annapolis, Maryland. The Contractor may be required to participate in meetings throughout the Chesapeake Bay watershed. All travel shall be approved in advance by the Contract-Level Contracting Officer's Representative (CL-COR) and shall be in accordance with the Contract.

The work plan required by deliverable 0a shall include costs related to 24 one-day trips to Annapolis, Maryland from the Contractor's offices. The work plan required by deliverable 0a also shall include costs related to one two-day trip for two staff members to a location within 125 miles of Washington, D.C.

## **ADDITIONAL REQUIREMENTS**

Office direct costs (ODCs) for copying, postage/courier, supplies, computer usage, and graphics are allowed. No other ODCs are allowable as a direct charge to this delivery order without the prior written approval of the Contracting Officer.

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The Contractor shall contact the Contracting Officer (CO) and/or the WACOR/Alternate WACOR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the Contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the CO and the WACOR/Alternate WACOR.

## **CONTRACTOR IDENTIFICATION**

To avoid any perception that contractor personnel are EPA employees, the Contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

## **CONTROL REQUIREMENTS**

### Quality Assurance Project Plan (QAPP):

The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

### Organizational Conflict of Interest:

The Contractor shall warrant that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the Contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.

### Notification of Conflicts of Interest Regarding Personnel:

The Contractor shall immediately notify the Contracting Officer and the WACOR/Alternate WACOR of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the Contractor. A

personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.

#### Enforcement Sensitive Information:

The Contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

#### Project Employee Confidentiality Agreement

The Contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the Contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the Contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA CL-COR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the Contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

#### Handling of Confidential Business Information (CBI)

Contractor's access to TSCA CBI must comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the Contractor shall protect such data from unauthorized use and disclosure.

All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts

with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. The contractor subcontractors, and consultant must adhere to EPA-approved security plans which describes procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.

All official data, findings, and results of investigations and studies completed by the Contractor shall be available for EPA and DOJ internal use only. The Contractor shall not release any part of such data without the written direction of the WACOR/Alternate WACOR.

#### Conference/Meeting Guidelines and Limitations

The Contractor shall immediately alert the EPA WACOR/Alternate WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR/Alternate WACOR will then prepare approval internal paperwork for the event and will advise the Contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

PERFORMANCE SURVEILLANCE PLAN			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
<p><b>Management and Communications:</b></p> <p>During the life of this work assignment, the Contractor shall notify EPA immediately of any issues that may impact the timeliness of deliverables of the problems associated with the development of deliverables.</p>	<p>The Contractor shall maintain contact with the EPA WACOR/Alternate WACOR throughout the performance of the work assignment.</p> <p>The Contractor shall identify to the WACOR any delays with regard to deliverables not less than one week prior to the deliverable date that has been established in the work assignment or technical direction document.</p> <p>The Contractor shall identify to the WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The Contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>EPA WACOR/Alternate WACOR and CL COR (as necessary) will allocate the time needed to discuss and address all issues identified by the Contractor. The EPA WACOR/Alternate WACOR and CL-COR will document and maintain a complete record of the issues, agreements and outcome. The EPA WACOR/Alternate WACOR and CL-COR will review monthly progress reports for indicators of problems not previously mentioned. The EPA WACOR/Alternate WACOR will also monitor the timely receipt of deliverables. For those that are late without prior notice, the EPA will formally document to the Contracting Officer the late delivery.</p>	<p>If the Contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA will rate this performance category "unsatisfactory."</p> <p>If three or more active work assignments for the period are rated unsatisfactory, EPA will rate the Business Relations category as unsatisfactory in the CPARS Contract Performance System.</p>
<p><b>Cost Management and Control:</b></p> <p>The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.</p>	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks. The Contractor</p>	<p>The EPA CL-COR will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The EPA CL-COR and EPA WACOR/Alternate WACOR shall review the Contractor's monthly</p>	<p>EPA will thoroughly review work assignment funding ceiling overruns to determine the Contractor's ability to control the situation. If EPA determines that the Contractor failed to control cost, the Contractor will be rated "unsatisfactory" in this category.</p> <p>Multiple incidents of work assignment overrun that result in an overall cost</p>



	should not exceed established work assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the Contractor shall provide an explanation in its Monthly Progress Report.	progress reports and request the Work Assignment Contracting Officer's Representative to ensure that ceilings are not exceeded, that progress is being made, and that the Contractor is effectively utilizing the LOE provided under the work assignment.	overrun of greater than 4% of the approved total work assignment funding for the current contract period, will result in an unsatisfactory rating in the CPARS Contract Performance System.
<b>Quality of Product/Services:</b>  The Contractor shall ensure documents developed under this task order are quality products that are factual and based on sound science and engineering principles.	Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.	The EPA WACOR/Alternate WACOR will review all documents delivered under this work assignment for content accuracy.	If EPA determines that the Contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the Contractor, EPA may determine that the cost associated with redoing the work shall be borne by the Contractor.  Multiple incidents of this nature under the contract will result in an unsatisfactory rating for Quality and Manage Control being reported to the CPARS Contract Performance System.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 5-64				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-11-009			Contract Period   01/01/2011   To   06/30/2016 Base                      Option Period Number       5			Title of Work Assignment/SF Site Name GIT Management Plans				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval						Period of Performance  From   01/01/2016   To   06/30/2016				
Comments: This Work Plan Approval incorporates a funding ceiling of \$50,000. The contractor shall not exceed this funding ceiling without written authorization from the Contracting Officer.										
<input type="checkbox"/> Superfund    Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00		LOE: 0						
01/01/2011 To 06/30/2016										
This Action:		\$72,757.00		626						
Total:		\$72,757.00		626						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 01/20/2016		Cost/Fee \$72,757.00		LOE: 626						
Cumulative Approved:		Cost/Fee \$72,757.00		LOE: 626						
Work Assignment Manager Name   Holly Waldman  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 410-295-1329				
						FAX Number:				
Project Officer Name   Robert Powell  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 202-564-2108				
						FAX Number:				
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number:				
						FAX Number:				
Contracting Official Name   Brad Heath  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 513-487-2352				
						FAX Number:				

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number 5-65								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-11-009		Contract Period 01/01/2011 To 06/30/2016 Base                      Option Period Number    5								
Title of Work Assignment/SF Site Name Urban Waters Partnership										
Contractor TETRA TECH, INC.		Specify Section and paragraph of Contract SOW See PWS								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance  From 01/01/2016 To 06/30/2016								
Comments: Work shall not commence on this work assignment until January 1, 2016.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
01/01/2011 To 06/30/2016										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:		LOE:						
Cumulative Approved:		Cost/Fee:		LOE:						
Work Assignment Manager Name Heidi Faller								Branch/Mail Code:		
_____ (Signature)								_____ (Date)		
Project Officer Name Robert Powell								Phone Number 202-566-1089		
_____ (Signature)								_____ (Date)		
Other Agency Official Name								FAX Number:		
_____ (Signature)								_____ (Date)		
Contracting Official Name Brad Heath								Branch/Mail Code:		
_____ (Signature)								_____ (Date)		
12/31/2015								Phone Number: 513-487-2352		
_____ (Signature)								_____ (Date)		
								FAX Number:		

**PERFORMANCE WORK STATEMENT  
CONTRACT NO. EP-C-11-009  
WORK ASSIGNMENT 5-65**

**TITLE: Urban Waters Partnership Outreach and Communications**

**WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):**

Heidi Faller 202-566-1089 <a href="mailto:faller.heidi@epa.gov">faller.heidi@epa.gov</a>	<b><u>USPS Mailing Address</u></b> 1200 Pennsylvania Ave. NW, Washington, DC 20460 Mail Code 4101M	<b><u>Courier Address</u></b> 1200 Pennsylvania Ave. NW, Washington, DC 20460 Mail Code 4101M / Room 2381B EPA East Building
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**ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S  
REPRESENTATIVE (ALTERNATE WACOR):**

Terri Johnson 202-564-8296 <a href="mailto:johnson.terri@epa.gov">johnson.terri@epa.gov</a>	1200 Pennsylvania Ave. NW, Washington, DC 20460 Mail Code 4101M	1200 Pennsylvania Ave. NW, Washington, DC 20460 Mail Code 4101M / Room 2381C EPA East Building
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**PERIOD OF PERFORMANCE:** January 1, 2016 through June 30, 2016

**BACKGROUND:**

Millions of Americans live and work near urban waters. Many of these resources – our nation's urban rivers, streams, lakes, forests and wetlands – are polluted, degraded or inaccessible. The EPA Urban Waters program, and in particular, the Urban Waters Federal Partnership, has been working to implement actions to reconnect urban communities, particularly those that are overburdened or economically distressed, with their waterways and become environmental stewards for clean water. Included in these efforts are actions to engage and collaborate with community-led revitalization efforts to improve the nation's water systems and promote their economic, environmental and social benefits.

Projects are outlined under this work statement to further develop core elements of the EPA Urban Waters program by providing mission support and communications outreach that assist with shared learning and technology transfer; expanding outreach and engagement with local stakeholders; and assisting stakeholders with planning and executing projects that support locally driven goals that align with the Urban Waters program.

## **PURPOSE AND OBJECTIVE**

During the period of performance the contractor, under this Work Assignment, will support Urban Waters program planning and evaluation; provide assistance to the 19 designated Urban Waters Federal Partnership Locations (Locations), and assist the program in developing and or measuring success indicators and stories that best illustrate the goals and benefits to communities of the EPA urban waters program and the Urban Waters Federal Partnership and that bring well-deserved attention to work underway in urban waters communities every day. The contractor will ensure compliance with Agency standards, including 508-compliance for documents and deliverables.

## **SCOPE OF WORK**

### **TASK 0: WORK ASSIGNMENT MANAGEMENT**

The contractor shall routinely provide performance updates, estimated costs, level of effort (LOE) and key deliverables upon request from EPA's Work Assignment Contracting Officer's Representative (WACOR) and/or Alternative WACOR for all ongoing tasks.

- Regularly scheduled bi-weekly conference calls and in-person meetings, as needed, will be coordinated between EPA's WACOR and the contractor to discuss the work assignment and progress of tasks.
- In addition, the contractor shall provide a monthly progress report that includes implementation plan(s); issues encountered and lessons learned regarding the progress of all tasks, the tracking of expenditures, and any other administrative activities, as requested.
- The "Desk Officer" shall provide a weekly tracking and action report, summarizing requests from Locations.
- A quarterly Location Update will be developed with input from the locations, containing photos and information that could be updated to the website and/or used in reports.

**Deliverables:** The contractor shall provide a weekly progress report that will include the status of all ongoing work, and a list of requests, inquiries, or action items needing Urban Waters Team attention; monthly progress reports; and quarterly location updates. The contractor shall maintain a cumulative list of all technical directives. The contractor shall report in accordance with Contract Reporting Requirements.

### **TASK 1. COORDINATION OF URBAN WATERS FEDERAL PARTNERSHIP LOCATIONS**

**Specific Duties:** The overall coordination includes assisting designated *Partnership* locations with key actions, facilitating collaboration and communication among the locations, and executing reports. Duties would include:

**Support for Monthly Urban Waters Federal Partnership Locations Peer Exchange Conference Calls.** The contractor will:

- Prepare agendas, facilitate calls, and take and maintain notes from calls
- Follow-up on action items through:
  - a) Connecting individual location leads, federal agency personnel and EPA Regional personnel with resources presented
  - b) Coordinating schedules with specific pilots for planned activities/events such as Partnership driven Public Relations events.
  - c) Participating periodically, by phone or in person, in location stakeholder meetings.

**Facilitate Communications Between the Locations and State and Federal Governments:**

- Help locations access new Federal or State Resources.
- Link locations to the national *Partnership* Workgroup to ensure shared communication at regular conference calls and meetings.

**Facilitate Communications between the Locations and NGO partners:**

- Help locations connect with NGO partners and facilitate introduction of NGO programs on location calls or webinars.
- Link locations to the national *Partnership* Workgroup to ensure shared communication at regular conference calls and meetings.
- Facilitate information sharing among the Locations via consolidation of excerpts from location newsletters.

**Reporting (Quarterly and Annually):**

- Assist locations to populate reporting tools, including databases.
- Assist locations with “Ad hoc” reports and “fire drill” data calls.

**Provide Desk Officer Support to the Urban Waters Federal Partnership:**

The Desk Officer will review, prioritize and put together responses to requests and questions received from locations, partner agencies, NGO affiliates and the urban waters group mailbox. If inquiries come in that need to be addressed by Urban Waters staff, the desk officer will categorize the inquiry and send it along to the appropriate UW staff person for preparation of a response. The desk officer will also ensure timely responses by keeping track of pending responses and providing updates, as needed, at weekly Urban Waters staff meetings. Inquiries may be responded to directly by the desk officer, however those that request or require funding or expenditures will be brought to the attention of staff prior to the desk officer responding.

## **OPTIONAL COORDINATION TASKS - TO BE COMPLETED UPON REQUEST BY EPA**

### **Assist Locations with Planning and Workplan Development:**

- Assist locations that do not currently have a workplan in developing an up-to-date workplan and local measures
- Organize and participate in weekly one-on-one calls or emails with locations
- Maintain slides and presentations and help review presentations for Location leads and Urban Waters Ambassadors
- Track and coordinate events

### **Support Urban Waters Meetings, Workshops, Conferences and Webcasts as requested**

The contractor will help plan, facilitate and/or lead conference call meetings, conduct workshops, conferences, meetings, symposia, training, web-casts, webinars, hearings, and seminars. Contractor support may include the evaluation, recommendation, securing of location, reserving accommodations (as applicable), preparing audio-visual materials, speaker notes, handouts and copying services. The contractor shall identify and secure the services of technical speakers and experts. The contractor shall also provide on-site logistical coordination, such as registration and attendance services, note-taking, survey support, data collection, and miscellaneous support (setting up displays, audio-visual equipment operation, and participating as moderator, panelist, or speaker in the preparation and delivery of information). The contractor shall also collect, compile, and report participant evaluations, feedback, and provide general post-activity support.

### **Additional Support to the Urban Waters Federal Partnership**

- Data visualization on populations served by urban waters partnerships. Building upon the data previously collected, a new data visualization could show multiple audiences how metropolitan areas are served by urban waters partnerships.
- Development of a non-governmental organizations (NGO) engagement platform. December 2015 will mark the one-year anniversary of 28 NGOs signing onto the Urban Waters Federal Partnership. This could include the creation and support of a NGO advisory group which could develop an engagement plan. This would result in increased communications among the 28 NGOs, the 19 locations, and the Executive Federal Workgroup.
- Support for the Urban Waters Federal Partnership 5 year Anniversary. This could be support for a local event in Baltimore or Philadelphia in Summer and/or Fall 2016. This could include support prior to the event to promote the anniversary, including the creation of outreach materials such as an animated infographic and short video interviews with key urban waters stakeholders.

### **Support and Training for New Ambassadors**

Specific duties: Locations with new ambassadors could be in need of onboarding training materials on the ambassador position and location-specific information. Assessments would be made with the current location lead.

- Record and post 508-compliant webinars for all monthly urban waters federal partnership locations peer exchange conference calls. These archives can be used as training tools to help ambassadors and new staff learn about the program.
- The creation of an online e-learning course to help could be housed on the Urban Waters website or as part of the Watershed Academy Web. This introductory course would provide background on the program, partners, locations, and case study examples. It could also instruct ambassadors about what their roles and responsibilities, available resources, and key contacts. In addition, if housed on via the Watershed Academy, it could provide basic information on the threats to urban waters and what challenges must be faced to protect or restore them. The course would include narration, glossary, navigation menu, downloadable script, appealing graphics, and various resource files for download as PDF. It would also include 2 concept quizzes within the course and 1 final quiz similar to other Watershed Academy modules (honor-system).
- New 101 series (fact sheets and videos) on select locations, building upon five completed in 2015 and six completed in 2014 on urban waters small grantees.

## **TASK 2. SUPPORT EPA REGIONS AND UW LOCATIONS ON URBAN WATERS RELATED PROJECTS:**

### **A. Support Region 9, OUST, OEJ and Los Angeles Urban Waters Federal Partnership Location**

*Background:* The Los Angeles (LA) River urban waters location focuses on 51 miles of the LA River. The location spans dozens of California cities and counties and diverse communities. Concurrently, a collaborative effort by EPA Region 9, EPA's Office of Environmental Justice (OEJ) and the Office of Underground Storage Tanks (OUST) is working to redevelop leaking underground storage tanks and their surrounding areas within the LA River watershed. Leaking underground storage tanks threaten the LA River watershed through releases to surface waters and indirectly through stormwater runoff. EPA and the State of California have programs to remediate sites and make it available for productive use. By revitalizing sites that promote community health, resiliency, and equity and incorporating green infrastructure and smart growth the watershed will be protected. The Urban Waters program promotes these principles of creating public spaces along rivers that offer residents opportunities for community gatherings, recreation and environmental education. In addition, increased access to waterways and site revitalization can spur the creation of new jobs and the growth of local businesses.

The LA River urban waters network includes a wide range of active partners including the City of LA Mayor's Office, federal, state and county governments and NGOs who are



dedicated to restoring access to the LA River for underserved communities and making the LA River a destination for future generations.

*Task Objectives:* The EPA Region 9-OEJ- OUST effort seeks to collaborate with the LA River urban waters location network to educate stakeholders on new issues that impact the watershed, and to bring together new networks that will leverage and enhance current LA River urban waters projects. This effort will benefit the LA River location on a local level and allow for this model of collaboration to be scaled for other urban waters locations to implement and replicate.

The LA River location has voiced a need to have a continued focus on underserved communities and by connecting EPA Region 9, OEJ and OUST to urban waters this can be accomplished. Sites such as the Lincoln Heights Jail and properties along the Lower Los Angeles River and the Highway 710 Corridor are targeted sites for redevelopment by the LA River urban waters location and by connecting to EPA Region 9, OEJ and OUST these efforts can be leveraged to support redevelopment of other targeted sites.

*Task Work:* The contractor will support this collaboration and work with the LA River Ambassador and the EPA Region 9-OEJ- OUST leads to align efforts, facilitate dialogue between stakeholders, draft work products, and identify future focus areas to maximize benefits of this collaboration.

Specific tasks for the LA River Brownfields to Healthfields:

- Pre- and onsite meeting support for a February 8, 2016 event at the Federal Reserve Bank. As a result of the onsite support, a meeting summary with key recommendations could be generated.
- The meeting summary from the event can be used to create an environmental justice (EJ) strategy for the lower stretch of LA River. To complete the EJ strategy in LA, interviews and conference calls could be held with local EJ leaders and the LA River Brownfields-Healthfields workgroup. The strategy will be a document for all 19 locations to use and address how a location can integrate difficult to reach populations that are not involved in the local partnership.

## **B. Assist with Local Government Engagement Initiative**

Assist EPA in getting feedback from local government officials on how the Urban Waters program can support local government efforts to protect and restore their urban waterways. Based on EPA direction, the contractor will:

- manage invitations to various listening sessions
- advise EPA on development of a national strategic agenda with local governments
- develop written and electronic materials
- facilitate listening sessions
- provide a summary of key feedback from each session

- assist EPA in incorporating feedback into a signatory document for local governments and use feedback to determine feasibility of a self-affiliation or other process for scaling up the Urban Waters Federal Partnership.

### **Task 3. Strategic Planning and Mission Support Services for the EPA Urban Waters Program**

As the EPA Urban Waters and the Urban Waters Federal Partnership continues to expand its outreach and network, the contractor can provide its services to assist the program with building a long-lasting extensive network. Approval of these tasks require authorization from EPA and may require additional task funding.

The services the contractor can provide to the EPA Urban Waters program may include:

- Onsite video support
- Onsite conference support, including note taking and facilitation
  - Support for speaking and coordinating conference panel members
- Support for public engagement in the program
- Additional meeting/conference call support outside of the monthly location conference calls
- Drafting and editing of outreach materials including fact sheets, guidances and programs
- Graphics support to program materials
- Interviews with key urban waters stakeholders to collect program knowledge
- Coordination and outreach to new industry and environmental networks, and outside entities.
- Performance measures analysis
- Evaluation and lessons learned analysis
- Economic impact analysis
- Provide direct technical assistance on green infrastructure to urban waters federal partnership locations.
  - Support could include a review of municipal codes to identify barriers to green infrastructure, training on green infrastructure topics, development of green infrastructure conceptual designs, and development of technical green infrastructure design manuals. Support could also include reporting on the feasibility of green infrastructure/smart growth best management practices (BMPs) at various urban waters locations.

## **DELIVERABLES REQUIRED AND SCHEDULE FOR COMPLETION OF TASKS**

<b>Task</b>	<b>Item Require</b>	<b>Due Date</b>	<b>Number of Copies and Format Requirements</b>
0	Monthly progress report	Last week day of each month	1 copy - Word Format or PDF
1	Respond to requests for assistance from designated urban waters locations	Respond directly within 3 business days to either resolve the issue, or respond that the issue has been directed to UW team for further review	Respond with a written response or with a level of effort to complete the request.
2	Weekly action report	List all inquiries to Desk Officer, responses, and items prioritized for UW team action.	1 copy – electronic and in word or pdf
3	Quarterly Locations Update report	Last day of each quarter defined below: June/July/August Sept/Oct/Nov Dec/Jan/Feb March/April/May	1 copy – electronic and in word and/or excel

The Contractor shall notify the CO and EPA WACOR in writing when 75% of the authorized work assignment LOE/labor hours have been expended.

### **ANTICIPATED TRAVEL REQUIREMENTS**

All travel shall be approved in advance by the Contract-Level Contracting Officer's Representative (CL-COR) and shall be in accordance with the Contract.

### **ADDITIONAL REQUIREMENTS:**

Office direct costs (ODCs) for copying, postage/courier, supplies, computer usage, and graphics are allowed. No other ODCs are allowable as a direct charge to this delivery order without the prior written approval of the Contracting Officer.

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The contractor shall contact the Contracting Officer (CO) and/or the CL-COR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the

problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the CO and the CL-COR.

## **CONTRACTOR IDENTIFICATION**

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

## **CONTROL REQUIREMENTS**

### Quality Assurance Project Plan (QAPP):

Publishing on the NPDES website does not require a QAPP, since the people who generate the data are responsible for the data's quality, and it is their responsibility to develop a QAPP, if one is needed for their primary data uses. The contractor shall provide source references for data that is published on the urbanwaters.gov website.

### Organizational Conflict of Interest:

The Contractor shall warrant that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.

### Notification of Conflicts of Interest Regarding Personnel:

The Contractor shall immediately notify the CL-COR and the Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.

### Enforcement Sensitive Information:

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

### Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPACL-COR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

### Handling of Confidential Business Information (CBI)

Contractor's access to TSCA CBI must comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. The contractor subcontractors, and consultant must adhere to EPA-approved security plans which describes procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.

All official data, findings, and results of investigations and studies completed by the contractor shall be available for EPA and DOJ internal use only. The contractor shall not release any part of such data without the written direction of the WACOR.

### Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

## PERFORMANCE SURVEILLANCE PLAN

Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
<p><b>Management and Communications:</b></p> <p>During the life of this work assignment, the Contractor shall notify EPA immediately of any issues that may impact the timeliness of deliverables of the problems associated with the development of deliverables.</p>	<p>The Contractor shall maintain contact with the EPA WACOR throughout the performance of the work assignment.</p> <p>The contractor shall identify to the WACOR any delays with regard to deliverables not less than one week prior to the deliverable date that has been established in the work assignment or technical direction document.</p> <p>The contractor shall identify to the WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>EPA WACOR and CL-COR (as necessary) will allocate the time needed to discuss and address all issues identified by the Contractor. The EPA WACOR and CL-COR will document and maintain a complete record of the issues, agreements and outcome. The EPA WACOR and CL-COR will review monthly progress reports for indicators of problems not previously mentioned. The EPA WACOR will also monitor the timely receipt of deliverables. For those that are late without prior notice, the EPA will formally document to the Contracting Officer the late delivery.</p>	<p>If the contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA will rate this performance category "unsatisfactory."</p> <p>If three or more the active work assignments for the period are rated unsatisfactory, EPA will rate the Business Relations category as unsatisfactory in the CPARS Contract Performance System.</p>
<p><b>Cost Management and Control:</b></p> <p>The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.</p>	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks. The contractor should not exceed established work assignment ceilings and, in general, should expend dollars and hours at</p>	<p>The EPA CL-COR will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The EPA CL-COR and EPA WACOR shall review the Contractor's monthly progress reports and request WACORs to ensure that ceilings are not exceeded, that progress is being</p>	<p>EPA will thoroughly review work assignment funding ceiling overruns to determine the contractor's ability to control the situation. If EPA determines that the contractor failed to control cost, the contractor will be rated "unsatisfactory" in this category.</p> <p>Multiple incidents of work assignment overrun that result in an overall cost overrun of greater than 4% of the approved total work assignment funding for the current contract period, will result in an</p>

	similar ratios. If either the expenditure of hours or dollars deviates significantly, the contractor shall provide an explanation in its Monthly Progress Report.	made, and that the contractor is effectively utilizing the LOE provided under the work assignment.	unsatisfactory rating in the CPARS Contract Performance System.
<b>Quality of Product/Services:</b>  The contractor shall ensure documents developed under this task order are quality products that are factual and based on sound science and engineering principles.	Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.	The EPA WACOR will review all documents delivered under this work assignment for content accuracy.	If EPA determines that the contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the contractor, EPA may determine that the cost associated with redoing the work shall be borne by the contractor.  Multiple incidents of this nature under the contract will result in an unsatisfactory rating for Quality and Manage Control being reported to the CPARS Contract Performance System.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 5-65				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 06/30/2016 Base                      Option Period Number    5			Title of Work Assignment/SF Site Name Urban Waters Partnership				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval						Period of Performance  From 01/01/2016 To 06/30/2016				
Comments: This Work Plan Approval incorporates a funding ceiling of \$100,000.00. The contractor shall not exceed this funding ceiling without written authorization from the Contracting Officer.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00				LOE: 0				
01/01/2011 To 06/30/2016										
This Action:		\$101,091.00				636				
Total:		\$101,091.00				636				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 01/20/2016		Cost/Fee \$101,091.00				LOE: 636				
Cumulative Approved:		Cost/Fee \$101,091.00				LOE: 636				
Work Assignment Manager Name Heidi Faller						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-566-1089				
						FAX Number:				
Project Officer Name Robert Powell						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-2108				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Brad Heath						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 513-487-2352				
						FAX Number:				



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number 5-65								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001								
Contract Number EP-C-11-009	Contract Period 01/01/2011 To 06/30/2016 Base                      Option Period Number    5	Title of Work Assignment/SF Site Name Urban Waters Partnership								
Contractor TETRA TECH, INC.		Specify Section and paragraph of Contract SOW N/A								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance  From 03/24/2016 To 06/30/2016								
Comments: The purpose of this Amendment 1 is to change the WACOR to Terri Johnson (Phone: 202-564-8296; E-mail: johnson.terri@epa.gov) and the Alternate WACOR to Roy Simon (Phone: 202-564-3868; E-mail: simon.roy@epa.gov).										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
01/01/2011 To 06/30/2016										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee				LOE:		
Cumulative Approved:				Cost/Fee				LOE:		
Work Assignment Manager Name Terri Johnson							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Project Officer Name Robert Powell							Phone Number: 703-603-8718			
_____ (Signature)							_____ (Date)			
Other Agency Official Name							FAX Number:			
_____ (Signature)							_____ (Date)			
Contracting Official Name Brad Heath							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
3/24/2016							Phone Number: 513-487-2352			
_____ (Signature)							_____ (Date)			
							FAX Number:			

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number 5-66								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-11-009	Contract Period 01/01/2011 To 10/31/2016 Base                      Option Period Number    5	Title of Work Assignment/SF Site Name Support for WEFTEC 2016								
Contractor TETRA TECH, INC.		Specify Section and paragraph of Contract SOW 5.1.9								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance  From 08/30/2016 To 10/31/2016								
Comments:										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
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2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
01/01/2011 To 10/31/2016										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee				LOE:		
Cumulative Approved:				Cost/Fee				LOE:		
Work Assignment Manager Name    Tara Johnson							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Project Officer Name    Robin Danesi							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Contracting Official Name    Brad Neath							Branch/Mail Code:			
_____ (Signature)							8/30/2016 (Date)			
							Phone Number: 202-564-6186			
							FAX Number:			
							Phone Number: 202-564-1846			
							FAX Number:			
							Phone Number: 513-487-2352			
							FAX Number:			

**PERFORMANCE WORK STATEMENT  
CONTRACT EP-C-11-009  
WORK ASSIGNMENT 5-66**

**TITLE:** Support for the EPA Exhibit at the Water Environment Federation's WEFTEC Conference & Exposition

**WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):**

Tara M. Johnson Phone: 202-564-6186 Fax: 202-501-2346 <a href="mailto:johnson.tara@epa.gov">johnson.tara@epa.gov</a>	<b><u>USPS Mailing Address</u></b> 1200 Pennsylvania Ave NW (MC 4204M) Washington, DC 20460	<b><u>Courier Address</u></b> 1201 Constitution Ave NW Washington, DC 20004
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**ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (ALTERNATE WACOR):**

Gajindar Singh Phone: 202-564-0634 Fax: 202-501-2396 <a href="mailto:singh.gajindar@epa.gov">singh.gajindar@epa.gov</a>	1200 Pennsylvania Ave NW (MC 4204M) Washington, DC 20460	1201 Constitution Ave NW Washington, DC 20004
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**PERIOD OF PERFORMANCE:** August 30, 2016 through October 31, 2016

**BACKGROUND:** WEFTEC, the Water Environment Federation's annual conference, is the premier national conference for the water and wastewater industry. Last year, WEFTEC attracted over 25,000 participants representing federal, state, local and private entities. WEFTEC is a venue for EPA to network and share information, including research findings, with the water industry. WEFTEC 2016 will be held in New Orleans, Louisiana on September 24-28.

EPA's Office of Wastewater Management (OWM), the Office of Wetlands, Oceans, and Watersheds (OWOW), Office of Science and Technology (OST), Office of Research and Development (ORD), and Office of Ground Water and Drinking Water (OGWDW) participate in this conference. EPA's participation in this national conference requires contractor assistance for pre-event, on-site, and post-event support.

**PURPOSE AND OBJECTIVE:** During the period of performance the contractor will support the various activities associated with exhibiting and participating in WEFTEC 2016 at the New Orleans Morial Convention Center in New Orleans, LA from September 24-28. The work performed under this task order is similar in nature and scope to the support provided by MDB, Inc. under previous task

orders for WEFTEC 2009 through 2015, excluding 2013 due to the 2013 government shutdown. The contractor will ensure compliance with Agency standards.

## **SCOPE OF WORK**

### **TASK 0: WORK ASSIGNMENT MANAGEMENT**

The contractor shall routinely provide performance updates, estimated costs, level of effort (LOE) and key deliverables upon request from EPA's Work Assignment Manager (WACOR) and/or Alternative WACOR for all ongoing tasks. Regularly scheduled bi-weekly conference calls and in-person meetings, as needed, will be coordinated between EPA's WACOR and the contractor to discuss the work assignment and progress of tasks. In addition, the contractor shall provide a monthly progress report that includes implementation plan(s); issues encountered and lessons learned regarding the progress of all tasks, the tracking of expenditures, and any other administrative activities, as requested.

**Deliverables:** The contractor shall provide a monthly progress report that will include the status of the implementation plan and issues encountered. The contractor shall report all expenditures and provide any relevant invoices as available. The contractor shall maintain a cumulative list of all technical directives. The contractor shall report in accordance with Contract Reporting Requirements.

### **TASK 1: HOLD KICK-OFF MEETING**

Within 10 business days following task order issuance, the contractor shall meet with EPA's Work Assignment Manager (WACOR) to discuss the details and schedule of completion of tasks and their deliverables. At the meeting, which can be a teleconference, the WACOR will clarify all task details as well as the schedule of deliverables with the contractor. The contractor shall submit a schedule of tasks to be completed and submission of deliverables to the WACOR for review and approval. This meeting is intended to ensure full understanding of the order and to ensure a full understanding of roles and expectations.

**Deliverables:** The contractor shall provide a schedule of tasks to be completed within 10 business days of the kick-off meeting.

### **TASK 2: ARRANGEMENTS FOR GOODS AND SERVICES TO SUPPORT EPA EXHIBIT**

The contractor shall provide all on-site rentals, by "order discount deadline" expiration. These rental items are specified in the below list and include furniture (e.g. tables and chairs), carpet, electrical service, audio/visual equipment, computers and monitors, and phone and data transmission lines. The contractor shall also provide labor to set up and dismantle the booth.

Quantity Items required:

1. Six (6) internet connections
2. Five (5) Desktop Computers – 1 for each kiosk
3. One (1) Laptop Computer – for front reception desk

4. One (1) Hub rental for computer lines
5. Twelve (12) Stools
6. Fifteen (15) Chairs
7. Two (2) Lead Retrieval Devices
8. Six (6) Electrical Connections (15amp, 120 volt)
9. One (1) Days' Vacuuming Service
10. Drayage for 6,000 lbs. of freight
11. Two (2) Days of installation labor based on previous experience (not weekend work)
12. One and one-half (1.5) Days of dismantle labor (not weekend work)
13. Supervision of Booth installation and dismantling from a company familiar with the booth
14. Two (2) 6 ft. x 30 in. draped blue tables and draped fourth side
15. One (1) small side table with draping
16. One (1) podium
17. Four (4) easels
18. Six (6) Category 5 Cable 50 ft.
19. Two (2) green plants 4 foot in brushed chrome container
20. Various Conference Supplies (as needed)

**Deliverables:** The contractor shall provide copies of the order sheets by September 22, 2016 for the items listed above to confirm necessary items have been ordered and should be available on-site.

### **TASK 3: DELIVERY OF EPA EXHIBIT**

The contractor shall ship approximately 6,000 lbs. of exhibit crates and handout materials (skid mounted), from the EPA's Blue Ash, Ohio warehouse to the New Orleans Morial Convention Center in New Orleans, Louisiana and at the end of the show shipping ship back to EPA's Blue Ash, Ohio warehouse.

These items all reside in or will be shipped from EPA's Blue Ash, Ohio warehouse in advance of the shipment date. The contractor shall provide EPA's warehouse with proper shipping labels and a bill of lading for the release of the crates and document skids.

**Deliverables:** The contractor shall provide shipping labels and bill of lading by October 15, 2016.

### **TASK 4: PREPARATION OF FLASH DRIVES FOR DIGITAL TRANSFER OF EPA MATERIAL**

In an effort to reduce environmental impacts of printing and shipping paper hard copies of documents, the contractor shall upload electronic documents provided by EPA onto flash drives for distribution at WEFTEC 2016. The contractor will provide and prepare 1,500 flash drives. EPA will provide lanyards and key rings for assembly. The contractor shall lock down the material on the flash drive so it cannot be edited. The contractor shall also provide a business-card sized description of the flash drive and its contents, and shall attach the description to each key ring. These will be attached to the flash drive to ensure that the contents of the flash drives are apparent to attendees that take one. EPA will provide an example to the contractor.

The contractor will ship assembled flash drives to the New Orleans Morial Convention Center in New Orleans, LA.

This task was previously done for WEFTEC 2011-2015 (excluding 2013) with great success. EPA is looking to continue that effort by adding new and updated materials from various offices as well as locking the materials down to prevent edits.

**Deliverables:** The contractor shall provide 1,500 loaded and assembled flash drives to EPA at WEFTEC 2016 at the New Orleans Morial Convention Center in New Orleans, LA.

## **TASK 5: ON-SITE SUPPORT**

The contractor shall provide one employee to provide on-site support to the EPA exhibits; assemble and disassemble the exhibits; maintain documentation; troubleshoot and interact with EPA coordinators. The contractor employee shall not represent himself or herself as an EPA employee and shall clearly identify himself or herself as a government contractor.

**Deliverables:** The contractor shall perform assembly of display units and maintain their operation for the entire length of the WEFTEC conference and perform disassembly of units.

## **DELIVERABLES REQUIRED AND SCHEDULE FOR COMPLETION OF TASKS**

<b>Task</b>	<b>Item Require</b>	<b>Due Date</b>	<b>Number of Copies and Format Requirements</b>
0	Monthly progress report	Last week day of each month	1 copy - Word Format or PDF
1	Schedule of tasks to be completed	Within 10 business days of the kick-off meeting	1 copy - Word Format or PDF
2	Copies of the order sheets	No later than September 22, 2016	1 copy of each - PDF
3	Shipping labels and bill of lading	No later than October 15, 2016	1 copy of each - PDF
4	Purchasing flash drives	No later than September 15, 2016	1500 flash drives
	Print business-card size descriptions for distribution with flash drives and lanyards	No later than September 23, 2016	1500 copies

	Loading of flash drives with EPA-provided material	No later than September 23, 2016	1500 loaded flash drives loaded with EPA provided materials and locked to prevent editing
	Assembly of flash drives, key rings, lanyards and description cards	No later than September 24, 2016	1500 assembled flash drives for distribution during WEFTEC 2016
5	Perform assembly of display units and maintain their operation for the entire length of the WEFTEC conference and perform disassembly of units	Assembly – no later than September 23, 2016  Disassembly – no later than October 1, 2016	Not applicable

The contractor shall notify the CO and WACOR in writing when 75% of the authorized work assignment LOE/labor hours have been expended.

### **CONTRACT SOW REFERENCE**

Task 5.1 “General Outreach”, Page 9 of 10, Task 5.1.9 The contractor shall provide outreach support in coordinating logistics, site selection, and site reservation for EPA sponsored award programs, public hearings, workshops, conferences, and meetings related to regulatory and program development.

### **ANTICIPATED TRAVEL REQUIREMENTS**

All travel shall be approved in advance by the CL-COR and shall be in accordance with the Contract.

### **ADDITIONAL REQUIREMENTS**

Office direct costs (ODCs) for copying, postage/courier, supplies, computer usage, and graphics are allowed. No other ODCs are allowable as a direct charge to this delivery order without the prior written approval of the Contracting Officer.

Upon issuance of written technical direction, the contractor shall submit for inspection of all work in progress at any time under this work assignment. The contractor shall develop and maintain files supporting each task.

The contractor shall contact the Contracting Officer (CO) and/or the Contract Level Contracting Officer’s Representative (CL-COR) by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the CO and the CL-COR.





## **CONTRACTOR IDENTIFICATION**

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

## **CONTROL REQUIREMENTS**

### Quality Assurance Project Plan (QAPP):

All work conducted under this WA is subject to the guidelines of the contract quality management plan. A separate QAPP is not anticipated for this WA.

### Organizational Conflict of Interest:

The contractor shall warrant that, to the best of the contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.

### Notification of Conflicts of Interest Regarding Personnel:

The contractor shall immediately notify the CL-COR and the Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.

### Enforcement Sensitive Information:

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

### Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the CL-COR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

### Handling of Confidential Business Information (CBI)

Contractor's access to TSCA CBI must comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. The contractor subcontractors, and consultant must adhere to EPA-approved security plans which describes procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.

All official data, findings, and results of investigations and studies completed by the contractor shall be available for EPA and DOJ internal use only. The contractor shall not release any part of such data without the written direction of the WACOR.

### Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

## PERFORMANCE SURVEILLANCE PLAN

Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
<p><b>Management and Communications:</b></p> <p>During the life of this work assignment, the contractor shall notify EPA immediately of any issues that may impact the timeliness of deliverables of the problems associated with the development of deliverables.</p>	<p>The contractor shall maintain contact with the WACOR throughout the performance of the work assignment.</p> <p>The contractor shall identify to the WACOR any delays with regard to deliverables not less than one week prior to the deliverable date that has been established in the work assignment or technical direction document.</p> <p>The contractor shall identify to the WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>WACOR and CL-COR (as necessary) will allocate the time needed to discuss and address all issues identified by the contractor. The WACOR and CL-COR will document and maintain a complete record of the issues, agreements and outcome. The WACOR and CL-COR will review monthly progress reports for indicators of problems not previously mentioned. The WACOR will also monitor the timely receipt of deliverables. For those that are late without prior notice, the EPA will formally document to the Contracting Officer the late delivery.</p>	<p>If the contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA will rate this performance category "unsatisfactory."</p> <p>If three or more the active work assignments for the period are rated unsatisfactory, EPA will rate the Business Relations category as unsatisfactory in the CPARS Contract Performance System.</p>

<p><b>Cost Management and Control:</b></p> <p>The contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.</p>	<p>The contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The contractor shall assign appropriately leveled and skilled personnel to all tasks. The contractor should not exceed established work assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the contractor shall provide an explanation in its Monthly Progress Report.</p>	<p>The CL-COR will routinely meet with the contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The CL-COR and WACOR shall review the contractor's monthly progress reports and request the Work Assignment Managers to ensure that ceilings are not exceeded, that progress is being made, and that the contractor is effectively utilizing the LOE provided under the work assignment.</p>	<p>EPA will thoroughly review work assignment funding ceiling overruns to determine the contractor's ability to control the situation. If EPA determines that the contractor failed to control cost, the contractor will be rated "unsatisfactory" in this category.</p> <p>Multiple incidents of work assignment overrun that result in an overall cost overrun of greater than 4% of the approved total work assignment funding for the current contract period, will result in an unsatisfactory rating in the CPARS Contract Performance System.</p>
<p><b>Quality of Product/Services:</b></p> <p>The contractor shall ensure documents developed under this task order are quality products that are factual and based on sound science and engineering principles.</p>	<p>Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.</p>	<p>The WACOR will review all documents delivered under this work assignment for content accuracy.</p>	<p>If EPA determines that the contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the contractor, EPA may determine that the cost associated with redoing the work shall be borne by the contractor.</p> <p>Multiple incidents of this nature under the contract will result in an unsatisfactory rating for Quality and Manage Control being reported to the CPARS Contract Performance System.</p>

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 5-66			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-11-009			Contract Period   01/01/2011   To   10/31/2016 Base                      Option Period Number      5			Title of Work Assignment/SF Site Name WEFTEC Support			
Contractor TETRA TECH, INC.				Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval				Period of Performance  From   08/30/2016   To   10/31/2016					
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Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)  (Cents)	Site/Project (Max 8)	Cost Org/Code
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Authorized Work Assignment Ceiling									
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01/01/2011 To 10/31/2016									
This Action:		\$80,988.00		233					
Total:		\$80,988.00		233					
Work Plan / Cost Estimate Approvals									
Contractor WP Dated: 09/13/2016		Cost/Fee \$80,988.00		LOE: 233					
Cumulative Approved:		Cost/Fee \$80,988.00		LOE: 233					
Work Assignment Manager Name   Tara Johnson  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>(Signature)</span> <span>(Date)</span> </div>						Branch/Mail Code: Phone Number: 202-564-6186 FAX Number:			
Project Officer Name   Robin Danesi  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>(Signature)</span> <span>(Date)</span> </div>						Branch/Mail Code: Phone Number: 202-564-1846 FAX Number:			
Other Agency Official Name  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>(Signature)</span> <span>(Date)</span> </div>						Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name   Brad Heath  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>(Signature)</span> <span>(Date)</span> </div>						Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:			